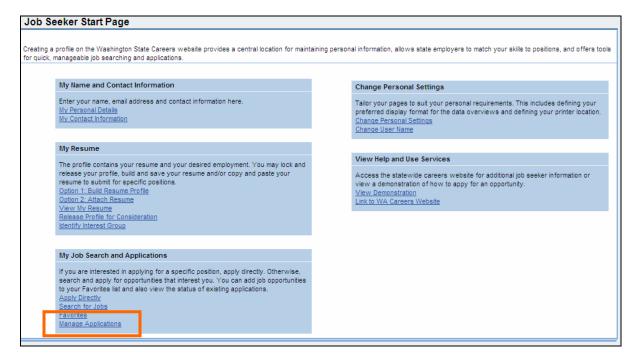


You may update your profile, lock your profile, or check on the status of a job application at any time. If you choose, you can also withdraw an application.

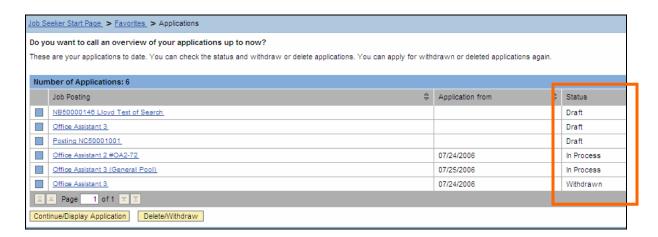
Manage your Job Applications

1. On the Job Seeker Start Page click **Manage Applications** under **My Job Search & Applications**.

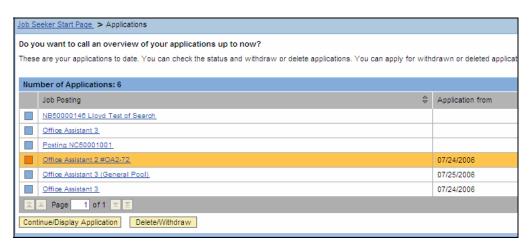


- An overview of your applications will appear.
- 2. Look in the right column for the status of your applications.
 - Those that are in **Draft Status** have not been submitted to us. If you are interested in a job, you need to continue with the application and submit it.
 - Those marked In Process have been received and are currently being evaluated.
 - If you have withdrawn an application from consideration it will be marked as Withdrawn.

 A date next to a job listing indicates that you have submitted an application on that date.



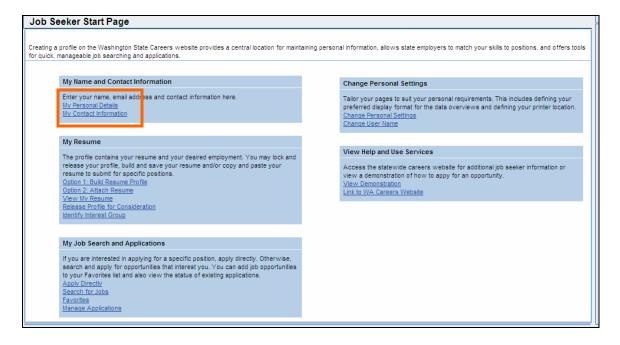
- 3. Click on the **blue box** left of the job posting, then click the **Continue/Display Application** button to either review what you submitted for that application, or complete the job application.
 - If you need to complete the application, you will be taken to the application wizard.
- 4. To delete an application highlight the specific job opportunity by clicking in the **blue box** left of the job posting then click **Delete/Withdraw**.



Managing/Updating Your Personal Information

You can update your personal information and/or profile at any time.

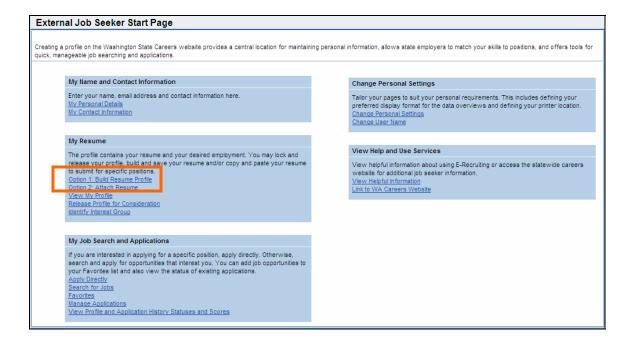
 Click on the links in the My Name and Contact Information box. In My Contact Information you will be able to update your mailing address and contact phone numbers.



Managing/Updating Your Profile

 To update your employment, education or other information click on Option 1: Build Resume Profile. Proceed through the tabs until all your information has been updated.

NOTE: Keeping your profile current is important as recruiters will be searching for job seekers to fill vacancies as opportunities arise.

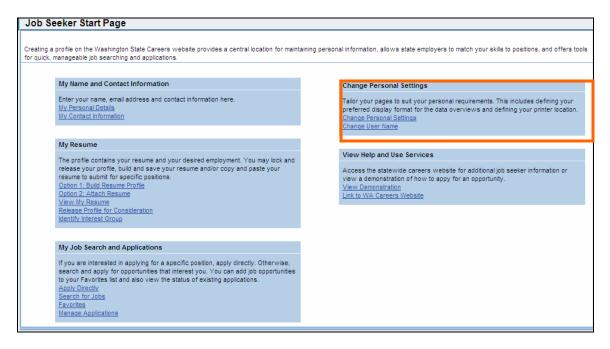


- 2. **View My Profile** is an overview of your profile information.
 - Contains the information you entered in when building your profile.
 - Can be printed off to use as a resume.
- View Profile and Application History Statuses and Scores is an overview of your profile information, plus the job postings you have applied for.
 - Depending upon the recruitment and type of exam, you will see results from exams.
 - Requests for review of exam results must be made within twenty calendar days from when the score was made available. Individual score notices will not typically be sent out.

Changing Personal Settings/Change User Name

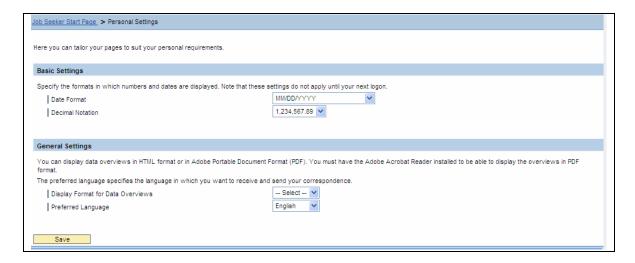
Job seekers can tailor their personal pages. This includes defining the preferred display format and printer location.

1. To change settings click on Change Personal Settings.

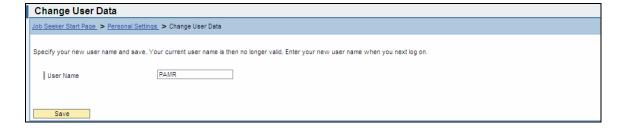


- 2. Select the format for your basic settings and general settings.
 - Under Basic Settings you can specify the format for dates and numbers.
 - Under General Settings you can display data overviews in either HTML or PDF. For best results, select PDF.

NOTE: You must have Adobe Acrobat Reader installed to be able to display the overview in PDF.



- Once you specify a new user name your current name is no longer valid. You will need to remember to enter your new name in order to log in next time.
 - If you are not a state employee, you can not change your User
 Name.



If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or send an e-mail to lnformation@dop.wa.gov

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to http://www.careers.wa.gov/help/.